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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** Political Subdivisions  
**FROM:** Matthew Parkinson, Deputy Commissioner  
**SUBJECT:** Local Government Contract Submission Procedures  
**DATE:** July 3, 2017

The Department of Local Government Finance (“Department”) is issuing this memorandum to all political subdivisions to provide instructions for the submission of local government contracts to the Department. As part of this initiative, the Department is also launching a new application on Gateway to receive specific types of reporting requirements, called Gateway File Transmission.

## **Gateway File Transmission**

The Gateway File Transmission application will serve to collect stand-alone reporting requirements from local units of government. The first reporting requirement through Gateway File Transmission will be the contract upload.

A user guide for the Gateway File Transmission application, and instructions for uploading the local government contract files, will be posted to <http://www.in.gov/dlgf/9480.htm> and to <https://gateway.ifionline.org/help.aspx>.

## **SEA 327-2016 and HEA 1450-2017**

On March 23, 2016, Governor Pence signed into law Senate Enrolled Act 327 (“SEA 327-2016”), which introduced IC 5-14-3.8-3.5 concerning contract reporting. On April 28, 2017, Governor Holcomb signed into law House Enrolled Act 1450 (“HEA 1450-2017”), Section 1 of which made updates to IC 5-14-3.8-3.5. These updates are effective July 1, 2017. The guidance below reflects the contents of IC 5-14-3.8-3.5 as of July 1, 2017.

IC 5-14-3.8-3.5 requires each political subdivision to upload to Gateway a digital copy of a contract if the total cost of the contract to the political subdivision exceeds \$50,000 during the term of the contract. Political subdivisions are required to upload each contract only once. Political subdivisions are not required to upload employment contracts. For collective bargaining agreements, a political subdivision shall upload a copy of the collective bargaining agreement and a copy of a blank or sample individual employment contract.

Political subdivisions are required to upload the contract not later than 60 days after the date the contract is executed. If a political subdivision determines that a contract originally expected not to exceed \$50,000 but will in fact exceed that amount, it is required to upload the contract within 60 days following its determination.

Political subdivisions may redact or obscure signatures on contracts.

IC 5-14-3.8-3.5(a) says “This section applies only to contracts that a political subdivision enters into after June 30, 2016.” All contracts entered after June 30, 2016 that exceed \$50,000 should be uploaded.

In an effort to build an effective public search tool for local government contracts, the Department has included several fields in the contracts upload tool. While there are only two fields that are required to be completed in order to allow for submission of the upload, the Department encourages local officials to complete as many fields as possible to allow for a user-friendly tool both for the local government and the public.

Required fields are:

- Category (options include Personal Services, Supplies, Services & Charges, Capital Outlays, Township Assistance, and Debt Service)
- Vendor Name

Optional fields are:

- Estimated Total Cost
- Contract Signature Date
- Contract End Date
- Purpose

Political subdivisions are also required to upload at least one file associated with each contract that contains an electronic copy of the contract. The Department will accept these files in various formats, including PDF, digital image formats, and Microsoft Word documents. A political subdivision may upload multiple files for each contract.

Because the contracts upload requirement is an ongoing responsibility, the Gateway contracts upload tool does not have a formal submission function. A fiscal officer may delegate rights to enter contract information to staff and advisors. Even if a fiscal officer decides to delegate contract uploading rights to another individual, the Department strongly encourages the fiscal officer to track the political subdivision’s compliance with IC 5-14-3.8-3.5.

Questions regarding these instructions may be directed to the Department’s Gateway support team at (317) 234-4480 or [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).